

Filing an Affidavit Via E-Services

Setting up a New Individual Account to Submit Surplus Lines Affidavits

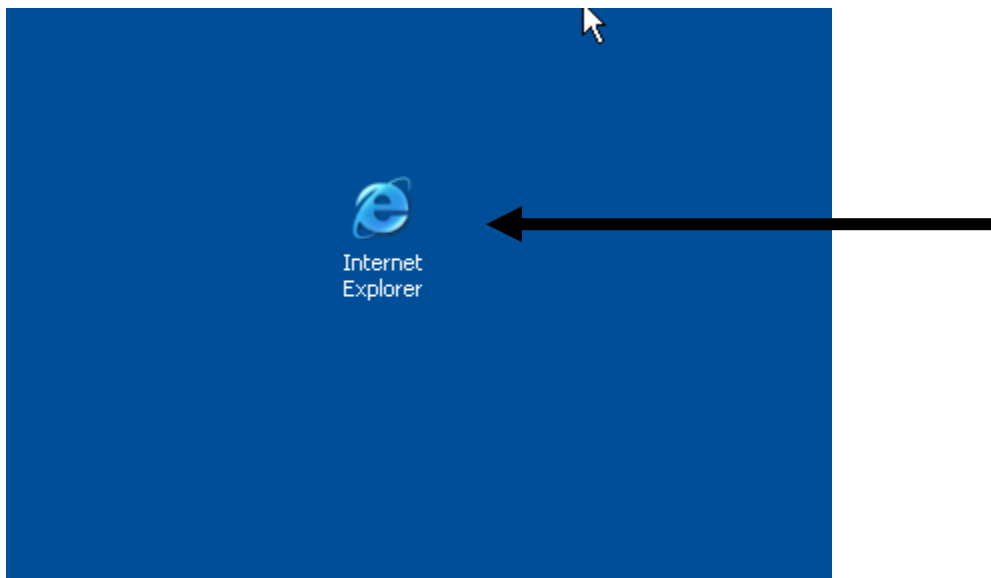
To submit Surplus Lines Affidavits Online, you must:

- Hold an Active INDIVIDUAL license in Kentucky
- Have or Set up an E-Services account

If you have not set up an account in E-Services, follow the instructions below. If you do have an account, skip to page 9.

Setting up an E-Services Account

1. To set up an E-Services account, double click your **internet browser**.



2. Follow the link to the DOI Webpage, at:

<http://insurance.ky.gov/>

Kentucky.gov

KY Agencies | KY Services | Search

Kentucky.gov

for Search Terms

Search

Go

Kentucky

Department of Insurance



eServices

denotes external link

Home

Our Divisions / Programs

File a Complaint

Health Reform Information

Report Insurance Fraud

Consumer Information

Agent Licensing Information

Company Information

Communications and Public Outreach

Forms & Documents

Statutes & Regulations

Bulletins & Advisories

Publications

Contact Us / Directions

Department of Insurance

NOTICE: All companies selling in the individual health insurance market must offer an open enrollment period in January for Kentuckians under age 19.

The Kentucky Department of Insurance regulates the commonwealth's insurance market, licenses agents and other insurance professionals, monitors the financial condition of companies, educates consumers to make wise choices and ensures that Kentuckians are treated fairly in the marketplace.

Our Mission: We promote sound, competitive insurance markets; protect the public through effective enforcement and regulation; and empower the public through outreach and education.

Thank you for visiting our Web site. We welcome your input and suggestions. If you have questions or need our assistance, please contact us - e-mail: doi.info@ky.gov, KY Only toll free 800-595-6053 or 502-564-3630, TTY 800-648-6056.

What's New / Recent Topics

PCIP Benefits Summary

Notice of Rights as an Owner of a Life Insurance Policy

January Open Enrollment Underway

2010-12 Fraud Statistics/Convictions Activity (December)

Companies Offering Child-Only Policies in Kentucky

Annual Statement and Other Instructions

Insurers Must Offer Child-Only Policies

Child-Only Order, Report and Exhibits 1-5

Child-Only Hearing Transcript

Child-Only Hearing Subpoena Responses

Child-Only Post-Hearing Comments

Consumer Assistance Supplemental Grant

Health Reform Notice of Grant Award

Health Reform Rate Review Grant Application

Federal Consumer Assistance Grant Application

Search Options

Agent / Agency

Insurer / Company

CE Provider, Courses and failure to comply with CE

Complaint Ratio

Market Conduct Examination Reports and Orders

Medicare Supplement

Statutes & Regulations

Legal Orders

Forms & Documents

Federal Health Reform

Pre-Existing Condition Insurance Plan

Privacy Policy | Disclaimer | Accessibility Statement

Font Size

10

12

14

Copyright © 2010 Commonwealth of Kentucky
All rights reserved.

2

3. Click the E-Services icon, located at the top right side of the page.

The screenshot shows the Kentucky Department of Insurance website. At the top, there is a navigation bar with "Kentucky.gov", "KY Agencies | KY Services | Search", and a search box. Below this is a banner with the department's name, a photo of the state capitol, and the "eServices" icon, which is highlighted by a black arrow. The main content area is divided into three columns. The left column contains a sidebar with links to Home, Our Divisions / Programs, File a Complaint, Health Reform Information, Report Insurance Fraud, Consumer Information, Agent Licensing Information, Company Information, Communications and Public Outreach, Forms & Documents, Statutes & Regulations, Bulletins & Advisories, Publications, and Contact Us / Directions. The middle column features the "Department of Insurance" heading, a red "NOTICE" about open enrollment, a paragraph about the department's mission, and a "What's New / Recent Topics" section with a list of links. The right column contains "Search Options" with a list of filters and a "Federal Health Reform" section with a link to the Pre-Existing Condition Insurance Plan. The footer includes a Privacy Policy, Disclaimer, Accessibility Statement, Font Size selector, and Copyright information.

Kentucky.gov

KY Agencies | KY Services | Search

Kentucky.gov for Search Terms Search Go

Kentucky
Department of Insurance

eServices denotes external link

Department of Insurance

NOTICE: All companies selling in the individual health insurance market must offer an open enrollment period in January for Kentuckians under age 19.

The Kentucky Department of Insurance regulates the commonwealth's insurance market, licenses agents and other insurance professionals, monitors the financial condition of companies, educates consumers to make wise choices and ensures that Kentuckians are treated fairly in the marketplace.

Our Mission: We promote sound, competitive insurance markets; protect the public through effective enforcement and regulation; and empower the public through outreach and education.

Thank you for visiting our Web site. We welcome your input and suggestions. If you have questions or need our assistance, please contact us - e-mail: doi.info@ky.gov, KY Only toll free 800-595-6053 or 502-564-3630, TTY 800-648-6056.

What's New / Recent Topics

- PCIP Benefits Summary
- Notice of Rights as an Owner of a Life Insurance Policy
- January Open Enrollment Underway
- 2010-12 Fraud Statistics/Convictions Activity (December)
- Companies Offering Child-Only Policies in Kentucky
- Annual Statement and Other Instructions
- Insurers Must Offer Child-Only Policies
- Child-Only Order, Report and Exhibits 1-5
- Child-Only Hearing Transcript
- Child-Only Hearing Subpoena Responses
- Child-Only Post-Hearing Comments
- Consumer Assistance Supplemental Grant
- Health Reform Notice of Grant Award
- Health Reform Rate Review Grant Application
- Federal Consumer Assistance Grant Application

Search Options

- Agent / Agency
- Insurer / Company
- CE Provider, Courses and failure to comply with CE
- Complaint Ratio
- Market Conduct Examination Reports and Orders
- Medicare Supplement
- Statutes & Regulations
- Legal Orders
- Forms & Documents

Federal Health Reform

- Pre-Existing Condition Insurance Plan

Privacy Policy | Disclaimer | Accessibility Statement Font Size 10 12 14

Copyright © 2010 Commonwealth of Kentucky All rights reserved.

The following screen will display.

KYOffice of Insurance [KYOI Home](#) [FAQs](#) [Contact Us](#)

What does eServices offer?

Please log in here:

Username

Password

First time here? Please click here to register for secure access.

Forgot your password?

Having trouble logging in? Click here for assistance.

[Click Here](#) to learn about our security.

Consumers

- Submit Consumer Complaint File
- View data related to ratios (i.e., Complaint, Medicare Supplement, Consumer Guides) - **
- Find information related to a licensed Insurer, Individual or Business Entity - **

New Applicants - **
(Paperwork not submitted yet)

- Access to applications, study guides, instructions and documents

Individuals
(Licensed or pending applicants)

- Review your licensing information and account profile
- Submit requests for additional licenses, clearance / certification letters, voluntary surrenders, address changes, name changes, license renewals, examinations, etc.

Business Entities

- Review your affiliated individuals licensing information (i.e., addresses, examinations, license/application status, continuing education, etc.)
- Submit requests for additional licenses, clearance / certification letters, voluntary surrenders, address changes, name changes, license renewals, and designations. **

Insurers

- Review your affiliated individuals licensing information (i.e., addresses, examinations, license/application status, continuing education, etc.)
- Renew appointments and submit payments **(Instructions) - New**
- Submit financial responsibility requests **

OR

- Submit data for KYOffice of Insurance's

Click on “First time here? Please click here to register for secure access.”

The image shows a screenshot of the KY Office of Insurance website's login page. A white box with the text "Click Here..." and an arrow points to the registration link. The page features a login form with fields for Username and Password, a submit button, and links for first-time users and password recovery. A sidebar on the right lists navigation options for Consumers and New Applicants.

KY Office of Insurance


Please log in here:

Username

Password

[First time here? Please click here to register for secure access.](#)

[Forgot your password?](#)

Having trouble logging in? Click here for assistance 

What do you want to do?

Consumers

- Submit Consumer
- View data related Complaint, Medical Consumer Guides)
- Find information re Insurer, Individual c

New Applicants - **
(Paperwork not sub

You'll need to designate your username and password....

Username
Enter your username. It must be between 8-15 alpha numeric characters in length

Your eServices Account Information

Username

Password

Verify Password

UserType Individual: Individual Access

Security Question Your Mother's Maiden Name

Answer

Username
Enter your username. It must be between 8-15 alpha numeric characters in length

Password
Enter a password that is between 8 to 15 alpha numeric characters. **Your password must contain at least 1 number.**

Your eServices Account Information

Username

Password

Verify Password

UserType Individual: Individual Access

Security Question

Answer

Your Contact Information

First Name

Suffix Name

Telephone Extension

E-mail Address

User Type
Select the type of user account that you need to create on our system

Select the User Type:
Individual: Individual Access

Individual: Individual Access
Business Entity: Agent Licensing Administrator
Business Entity: Agent Licensing Read Only
Business Entity: Agent Licensing Read-Write
Insurer: P&C Auto and Home Guide Administrator
Insurer: P&C Auto and Home Guide Read-Write
Insurer: Agent Licensing Administrator
Insurer: Agent Licensing Read Only
Insurer: Agent Licensing Read-Write
Other: Consumer

Select a Security question with answer...

Your eServices Account Information

Username

Password

Verify Password

UserType Individual: Individual Access

Security Question Your Mother's Maiden Name

Answer Your Mother's Maiden Name

Your Contact Information

First Name Middle Name/Initial Last Name

Suffix Name SSN

Telephone Extension

E-mail Address

Your Mailing/Shipping Information

Address Line1

Address Line2

City State Zip

Security Question
Select a question that will be easy for you to remember the answer to. This will be used to retrieve your password should you forget it.

Here...

Note the help as you select a data entry field...

You are now ready to enter your personal data.

The form is divided into two main sections: "Your Contact Information" and "Your Mailing/Shipping Information".

Your Contact Information

First Name	<input type="text"/>	Middle Name/Initial	<input type="text"/>
Suffix Name	<input type="text"/>	SSN	<input type="text"/>
Telephone	<input type="text"/>	Extension	<input type="text"/>
E-mail Address	<input type="text"/>		

Your Mailing/Shipping Information

Address Line1	<input type="text"/>		
Address Line2	<input type="text"/>		
City	<input type="text"/>	State	<input type="text" value="Select"/>
		Zip	<input type="text"/>

You must enter your SSN to verify licensing status.

Once finished, click 'Create Account'.

Note: the City/State/Zip must be a valid USPS match.

You're now ready to use DOI E-Services.

Filing an Affidavit Using E-Services

KYOffice of Insurance


Please log in here:

Username

Password

[First time here? Please click here to register for secure access.](#)

[Forgot your password?](#)

Having trouble logging in?
Click here for assistance 

Who

Log into E-Services

Consumers

- Submit Consumer
- View data related Complaint, Medical Consumer Guides)
- Find information re Insurer, Individual c

*New Applicants - **
(Paperwork not sub*

Note the menu of options offered to an Individual account user....

Entity / User Details		
DOI Number	Individual / Entity Name	
542723	Doe John	
User Last Name	User Middle Name	User First Name
Doe	M	John

Individual Information

- ▶ [Your Individual Licensing Profile](#)

Reports

- ▶ [Surplus Lines Affidavit Search](#)
- ▶ [Surplus Lines Quarterly Report](#)

eServices

- ▶ [Annual Reconciliation](#)
- ▶ [Certification/Clearance Letter Request](#)
- ▶ [Examination Scheduling and Rescheduling](#)
- ▶ [License Renewal Invoice](#)
- ▶ [Life Settlement Survey](#)
- ▶ [Municipal Tax Assessment](#)
- ▶ [No Fault Rejection Form](#)
- ▶ [Nofault Rejection Request](#)
- ▶ [Order Laws & Regulations Book](#)
- ▶ [Pending Fees \(License and Appointment\)](#)
- ▶ [Print License Certificate](#)
- ▶ [Record Correction Request \(Form 8303\)](#)
- ▶ [Replacement or Additional License Request \(Form 8306\)](#)
- ▶ [Surplus Lines Affidavit](#)
- ▶ [View Transaction History](#)
- ▶ [Voluntary License Surrender](#)

Select Surplus
Lines Affidavit,
here.....

[Return to the Main Menu](#) | [Update your account](#) | [Change your password](#) | [eServices Survey](#) | [Logout](#)

The following screen will display.

Feb

KYDepartment of Insurance

[Individual Information](#) | [eServices](#) | [Reports](#) | [Main Menu](#) | [Update your account](#) | [Change your password](#) | [Logout](#)

Surplus Lines Affidavit

Are you affiliated with a Business Entity
☐ Yes ☐ No

Contact Information

First Name	<input type="text"/>	Last Name	<input type="text"/>	Mid Name	<input type="text"/>
Address Line1	<input type="text"/>				
Address Line2	<input type="text"/>				
City	<input type="text"/>	State	<input type="text" value="Select"/>	Zip	<input type="text"/>
Phone	<input type="text"/>	Phone Extension	<input type="text"/>		
Fax	<input type="text"/>	Fax Extension	<input type="text"/>		
Email	<input type="text"/>				

[Return to the Main Menu](#) | [Update your account](#) | [Change your password](#) | [eServices Survey](#) | [Logout](#)

Initial Tab Information/Affiliation Data

The first question deals with your affiliation.

Are you affiliated with a Business Entity

☐ Yes ☐ No

If you are not affiliated with a Business Entity, click “no”. If you are affiliated, click “yes”.

If you click “yes”, and have an affiliation, the question will expand with a box to allow entry.

Are you affiliated with a Business Entity

☒ Yes ☐ No

Enter the Business Entity Name

XYZ

Search

Select

☐

Company Name

XYZ Insurance Inc

Enter the Affiliation data here...and click search...

Contact Information

First Name

Last Name

Mid

Address Line1

Address Line2

City

State

Select ▼

Zip

Surplus Lines Affidavit

Are you affiliated with a Business Entity

☒ Yes ☐ No

Enter the Business Entity Name

Search

Select

☐

Company Name

Badger, Smith & Associates, Inc.

☐

Bob Smith Chevrolet Inc.

☐

Brook Smith Agency Inc.

☐

Callistus Smith Agency, Inc.

☐

Chappell, Smith & Associates Inc.

☐

Craig And Smith Cars Inc.

☐

Fraleley & Smithhart Insurance Agency

☐

Fred M Smith & Son Inc.

☐

Gale, Smith & Company, Inc.

☐

Gentzler & Smith Associates, Inc.

☐

Hockensmith Agency Inc. [The]

☐

J Smith Lanier & Co

☐

J T Smith & Associates, Inc.

☐

James Smith Motors Inc.

☐

James Smith Motors Inc.

☐

Janet Smith, Inc.

☐

Jay Smith & Associates Insurance, Inc.

☐

Jerry L. Smith & Associates, Inc.

☐

John Smith Auto Sales, Inc.

☐

Little And Smith Inc

☐

Luce, Smith & Scott, Inc.

☐

Manning & Smith Insurance, Inc.

☐

Mark Smith Insurance Agency, Inc

☐

Myers, Reese, Smith & Chester, Inc.

☐

Nelson-Smith-George Associates Inc.

☐

Parker, Smith & Feek, Inc.

☐

...

Click the toggle next to the correct answer.

All possible answers will display here

Note: If the correct answer does not display, you may simply type your answer in, without clicking search. If you have already clicked “search”, and the search generated no favorable answer, you may still enter the data into the blank text field.

If you have successfully entered a surplus lines affidavit previously, your affiliation data will pre-load to your next surplus lines affidavit entry attempt upon log in.

Surplus Lines Affidavit

Are you affiliated with a Business Entity
☒ Yes ☐ No

Enter the Business Entity Name

☒ Marsh USA Inc

Contact Information

First Name	<input type="text" value="Test"/>	Last Name	<input type="text" value="Test"/>	Mid Na
Address Line1	<input type="text" value="123 Peyton Manning Way 1"/>			
Address Line2	<input type="text"/>			
City	<input type="text" value="SHELBYVILLE"/>	State	<input type="text" value="KY"/>	Zip
Phone	<input type="text" value="1234567896"/>	Phone Extension	<input type="text" value="1"/>	
Fax	<input type="text" value="1234569879"/>	Fax Extension	<input type="text" value="2"/>	
Email	<input type="text" value="test@email.com"/>			

Affiliation data is shown here....from the previous entry. To alter this, repeat the instructions shown above for entering a new affiliation.

[Return to the Main Menu](#) | [Update your account](#) | [Change your password](#) | [eServices Survey](#) | [Logout](#)

Initial Tab Information/Contact Data

The contact information is designed to capture the information of the person filing the affidavit. I.E. If John Doe is the broker, and Sally Filer is the person filing the affidavit, then Sally Filer's information should be entered into the "Contact Information" area. The Department is looking for the information on the filing person, in the event follow up is needed to request additional information.

Contact Information

First Name	<input type="text"/>	Last Name	<input type="text"/>	Mid Name	<input type="text"/>
Address Line1	<input type="text"/>				
Address Line2	<input type="text"/>				
City	<input type="text"/>	State	<input type="text" value="Select"/>	Zip	<input type="text"/>
Phone	<input type="text"/>	Phone Extension	<input type="text"/>		
Fax	<input type="text"/>	Fax Extension	<input type="text"/>		
Email	<input type="text"/>				

Note: Filer data will also pre-load from the last successful affidavit entry into E-Services. Should you wish to alter this data, simply type over the information pre-loaded.

When the data entry is complete, please click “Submit”.

Surplus Lines Affidavit

Are you affiliated with a Business Entity
☒ Yes ☐ No

Enter the Business Entity Name

☒ Marsh USA Inc

Contact Information

First Name	<input type="text" value="Test"/>	Last Name	<input type="text" value="Test"/>	Mid Name	<input type="text" value="T"/>
Address Line1	<input type="text" value="123 Peyton Manning Way 1"/>				
Address Line2	<input type="text"/>				
City	<input type="text" value="SHELBYVILLE"/>	State	<input type="text" value="KY"/>	Zip	<input type="text" value="40065"/>
Phone	<input type="text" value="1234567896"/>	Phone Extension	<input type="text" value="1"/>		
Fax	<input type="text" value="1234569879"/>	Fax Extension	<input type="text" value="2"/>		
Email	<input type="text" value="test@email.com"/>				

[Return to the Main Menu](#) | [Update your account](#) | [Change your password](#) | [eServices Survey](#) | [Logout](#)

After clicking submit, the following screen displays.

June 9, 2011

KY Department of Insurance
 Individual Information | eServices | Reports | Main Menu | Update your account | Change your password | Logout

Surplus Lines Affidavit

Entity / User Details		
DOI Number 542723	Individual / Entity Name Doe John	
User Last Name Doe	User Middle Name M	User First Name John

Section 1 - Insured Information

Name(s) of Insured

Address

City

State

Zip

Section 2 - KY Locations

Address Line 1

Address Line 2

City

State

Zip

Premium

Mun Tax

[Add Location](#)

Section 3 - General Information

Policy Number

Inception Date

Expiration Date

Transaction Effective Date
 (Must be entered for Audits, Cancellations & Endorsements)

Transaction Type

Policy Type

Affidavit Entry Screen/Section 1

This information defines named insured data concerning the Affidavit.

User Last Name	User Middle Name	User First Name
Doe	m	

Section 1 - Insured Information

Name(s) of Insured

Address

City

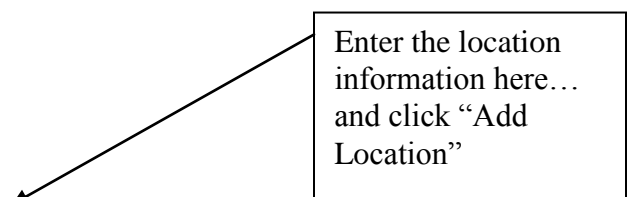
State

Zip

The City/State/Zip must be USPS conforming

Affidavit Entry Screen/Section 2

This area defines the location (s) of the insured risk/allocated premium/municipal tax per Kentucky location. If multiple locations exist regarding this policy, you may enter them here as well.



Section 2 - KY Locations

Address Line1

Address Line2

City

State

Zip

Premium

Mun Tax

Add Location

Note: The location is added to the grid..here...
You may delete an entry, by clicking the box next to the error, and clicking the box "Delete".

After data entry, click "Add Location" here, to add to the affidavit.

If more than 1 location is needed, repeat this process.

Affidavit Entry Screen/Section 3

This section defines the policy number, important dates, and the type of transaction and policy in which the affidavit relates.

Section 3 - General Information

Policy Number

Inception Date

Expiration Date

Transaction Effective Date
(Must be entered for Audits,
Cancellations & Endorsements)

Transaction Type

Select Transaction type

Policy Type

Select a Policy

Transaction Type

Select Transaction type
Select Transaction type
Audit
Cancellation
Endorsement
Multiple/Various
New Business
Reinstatement
Renewal
Not Identified

Transaction Types are defined here.

Select a Policy

Select a Policy
Aviation
Auto - Commercial Cargo
Auto - Commercial Liability
Auto - Commercial Physical Damage
Auto - Private Passenger Liability
Auto - Private Passenger Physical Damage
Boiler & Machinery (Mechanical Breakdown)
Commercial Multiple Peril
DIC - Earthquake/Flood
Farmowners Multiple Peril
Fire & Allied Lines
Homeowners Multiple Peril
Inland Marine
Liability - General
Liability - Liquor
Liability - Municipal or Other Government
Liability - Products
Liability - Professional Medical Malpractice
Liability - Professional - Non Medical /Hospital
Livestock
Umbrella & Excess Liability
Workers Compensation - Excess/ Stop Loss
Any Other

Policy Types are defined here.

Section 4

Define all carriers here.

Section 4 - Carrier Information				
Carrier	Premium	Miscellaneous Fees	Total	SL/Tax Rptd
Select a Carrier				
Add Carrier (You must click "Add Carrier")				

After entering the carrier, and all financial information, click here..."Add Carrier"
Complete this for every carrier associated with the affidavit.

Select a Carrier

- ACE European Group Limited
- APSpecialty Insurance Corporation
- AXA Corporate Solutions Assurance
- AXIS Specialty Insurance Company
- AXIS Surplus Insurance Company
- Acceptance Indemnity Insurance Company
- Admiral Insurance Co
- Adriatic Insurance Company
- Aegis Indemnity Ins Co
- Agora Syndicate Inc (In Liq)
- Alea London Limited
- Alea North America Specialty Insurance Company
- Alliance General Ins Co
- Allianz Global Risks US Insurance Company
- Allianz Marine & Aviation
- Allianz Underwriters Insurance Company
- Allied World Assurance Co. Ltd
- Allied World Assurance Company (U.S.) Inc.
- American Empire Surplus Lines Insurance Company
- American Equity Insurance Company
- American Healthcare
- American Healthcare Specialty Insurance Company
- American International Specialty Lines Insurance Company
- American Safety Indemnity Company
- American Safety Insurance Company
- American Special Risk Insurance Company
- American Vehicle Insurance Company
- American Western Home Insurance Company
- Arch Excess & Surplus Insurance Company

NOTE: If the carrier is not in this pulldown, please contact the Surplus Lines Division at:

DOI.SurplusLines@ky.gov

Affidavit Entry Screen/Section 5

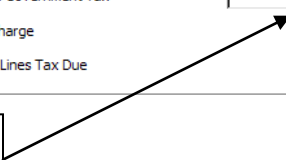
Complete this section if the business was written within a city/county that has a local government premium tax. A listing of taxing entities is provided on the KOI website, at this link:

http://insurance.ky.gov/Docs.aspx?Div_id=13

(Local Government Premium Tax Schedule)

Section 5 - Surplus Lines Tax	
Premium	KY Local Government Tax <input type="text"/>
Misc Fees	KY Surcharge
Policy Total	Surplus Lines Tax Due

Manually calculate the tax and insert here.



Affidavit Entry Screen/Section 6

You must complete the verification here...to complete the transaction.

SECTION 6 – BROKER VERIFICATION SECTION

As a licensed Surplus Lines Broker, under KRS 304.10.120, and in Compliance with KRS 304.10-050, being duly sworn, state I, as a KY licensed P&C agent, or a KY licensed P&C agent who has certified to me, am/is unable to secure sufficient insurance coverage for the above captioned insured, per KRS 304.10.040, and have caused to be bound the insurance coverage as outlined in the attached copy of the original certificate. The insurer(s) with whom this coverage is placed meet or exceed the minimum requirements for surplus lines insurers as prescribed by KRS304.10-070. I, or the KY licensed P&C agent named above, have/has endeavored to secure this insurance from insurers licensed in Kentucky and, having been rejected, have advised the assured that his/her coverage is being insured by a Surplus Lines carrier which is not licensed to do business in Kentucky.

I further state that the insurance placed with said unauthorized insurer(s) was not sought or required to secure advantage, either as to premium or term of insurance contract.

☐ I Agree

[Submit Affidavit](#)

Click
Agree...

Click here
to Submit
the
Affidavit.

Completion

After clicking Submit Affidavit, you will be taken to a screen to confirm your E-Services order.

This screen will summarize
your order.

KYOffice of Insurance

[Individual Information](#) | [eServices](#) | [Main Menu](#) | [Update your account](#) | [Change your password](#) | [Logout](#)

Surplus Lines Affidavit

Entity / User Details		
DOI Number 542723	Individual / Entity Name Doe John	
User Last Name Doe	User Middle Name m	User First Name John

List of Surplus Lines Affidavit

Remove Record	RecordNo	Name	Address	Policy Number	Inception Date	Expiration Date	Effective Date
<input type="checkbox"/>	1	test	test shelbyville KY 40065	test	02/01/2007	02/02/2007	02/01/2007
Remove/Delete							

Please NOTE: Upon completion of entering affidavits, click the **View Order** option located in the footer below so you can Proceed to Checkout.

As a licensed Surplus Lines Broker, under KRS 304.10.120, and in Compliance with KRS 304.10-050, being duly sworn, state I, as a KY licensed P&C agent, or a KY licensed P&C agent who has certified to me, am/ls unable to secure sufficient insurance coverage for the above captioned insured, per KRS 304.10.040, and have caused to be bound the insurance coverage as outlined in the attached copy of the original certificate. The insurer(s) with whom this coverage is placed meet or exceed the minimum requirements for surplus lines insurers as prescribed by KRS304.10-070. I, or the KY licensed P&C agent named above, have/has endeavored to secure this insurance from insurers licensed in Kentucky and, having been rejected, have advised the assured that his/her coverage is being insured by a Surplus Lines carrier which is not licensed to do business in Kentucky.

I further state that the insurance placed with said unauthorized insurer(s) was not sought or required to secure advantage, either as to premium or term of insurance contract.

I agree

[Add Additional Affidavits](#)

[View Order](#) | [Return to the Main Menu](#) | [Update your account](#) | [Change your password](#) | [eServices Survey](#) | [Logout](#)

To proceed to checkout, click 'View Order'.

You can add additional affidavits by clicking here.

After clicking 'View Order', the following screen will allow you to Update your Order, continue with other E-Services transactions, cancel your order, or allow you to continue to checkout.

February 13, 2007

KYOffice of Insurance

Individual Information | eServices | Main Menu | Update your account | Change your password | Logout

Transaction / Order Information

To remove any item from your order, click on the checkbox and press "Update Order".

Forms Completed by User: [Satish007]		
Remove	Description	Fee(s)
<input type="checkbox"/>	Surplus Lines Affidavit	\$0.00
Total Amount Due		\$0.00

Please note: You must checkout to complete your transaction, even if your "Total Amount Due" is 0.
If the total amount due is more than \$1500.00, you can only checkout via Debit (ACH) payment method.

Update OrderCheckout to Submit Transaction/Complete OrderContinue Shopping/Return to MenuCancel Order

View Order | Return to the Main Menu | Update your account | Change your password | eServices Survey | Logout

Click here to continue
your order to
completion.

After clicking 'Checkout to Submit Transaction', the following screen will display...

KYOffice of Insurance

[Individual Information](#) | [eServices](#) | [Main Menu](#) | [Update your account](#) | [Change your password](#) | [Logout](#)

Transaction Details:

Your transaction has been processed and does not require any additional Payment information.
Below are the details of your transaction. You may print a copy of this for your records by clicking on the **'Print copy of invoice'** listed below.

Order Information		Shipping Information (if applicable)
DOI Transaction ID: 75654		
ePay Transaction ID:		
Transaction Date: 02/13/2007		
Qty	Description	Fee(s)
1	Surplus Lines Affidavit	\$0.00
Total Charged:		\$0.00

[Print Surplus Affidavits](#)

[Print copy of invoice](#) | [Click here to return to the main menu](#)

[Return to the Main Menu](#) | [Update your account](#) | [Logout](#)

You can print a copy of the Affidavit here..

You can print a copy of an E-Services transaction invoice here...

Or return to the E-Services main menu here...

You have completed you E-Services session.

Surplus Lines Affidavit Search

You are able to search your E-Services surplus lines history with the Department, here.

Entity / User Details

DOI Number 542723	Individual / Entity Name Doe John	
User Last Name Doe	User Middle Name M	User First Name John

Individual Information

- [Your Individual Licensing Profile](#)

Reports

- [Surplus Lines Affidavit Search](#)
- [Surplus Lines Quarterly Report](#)



eServices

- [Annual Reconciliation](#)
- [Certification/Clearance Letter Request](#)
- [Examination Scheduling and Rescheduling](#)
- [License Renewal Invoice](#)
- [Life Settlement Survey](#)
- [Municipal Tax Assessment](#)
- [No Fault Rejection Form](#)
- [Nofault Rejection Request](#)
- [Order Laws & Regulations Book](#)
- [Pending Fees \(License and Appointment\)](#)
- [Print License Certificate](#)
- [Record Correction Request \(Form 8303\)](#)
- [Replacement or Additional License Request \(Form 8306\)](#)
- [Surplus Lines Affidavit](#)
- [View Transaction History](#)
- [Voluntary License Surrender](#)

You may utilize his search in a variety of ways to narrow, or broaden, your search criteria.

You may simply search for all of your affidavits within a date parameter.

Surplus Lines Affidavit Search

Entity / User Details		
DOI Number 542723	Individual / Entity Name Doe John	
User Last Name Doe	User Middle Name M	User First Name John

Transaction Effective Date	Start Date 01/01/2010 (MM/DD/YYYY)	End Date 3/21/2011 (MM/DD/YYYY)
Affidavit Number	<input type="text"/>	
Insured Name	<input type="text"/>	
Carrier Name	Select a Carrier	
<input type="button" value="Search"/> <input type="button" value="Clear"/>		

You may export the results to an Excel Spreadsheet...here.

[Export to Excel](#)

Click on the Affidavit Number to view the Details

Affidavit Number	Affidavit Status	Insured Name	Policy Type	Transaction Type	Carriers
300547	Pending	.jklhjknlhl	Product Liability	New Business	American Western Home Insurance Company
300547	Pending	.jklhjknlhl	Product Liability	New Business	Arch Specialty Insurance Company
300546	Pending	kl;jjklhkljh	Commercial Auto - Physical Damage Only	New Business	Arch Specialty Insurance Company
300546	Pending	kl;jjklhkljh	Commercial Auto - Physical Damage Only	New Business	American Western Home Insurance Company

[View Order](#) | [Return to the Main Menu](#) | [Update your account](#) | [Change your password](#) | [eServices Survey](#) | [Logout](#)

Tracking Your Transaction History/Completing an Incomplete Transaction

Tracking Your Transaction History

To review your E-Services transaction history, click [here](#).

Individual Information

- ▶ [Your Individual Profile \(License, Exam, CI](#)

eServices

- ▶ [Certification/Clearance Letter Request](#)
- ▶ [Examination Scheduling and Rescheduling](#)
- ▶ [License Renewal Invoice](#)
- ▶ [Nofault Rejection Request](#)
- ▶ [Order Laws & Regulations Book \(2006 Ed](#)
- ▶ [Pending Fees \(License and Appointment](#)
- ▶ [Record Correction Request \(Form 8303\)](#)
- ▶ [Replacement or Additional License Requ](#)
- ▶ [Surplus Lines Affidavit](#)
- ▶ [View Transaction History](#)
- ▶ [Voluntary License Surrender](#)

The following screen will display.


Transaction History

Entity / User Details

DOI Number 542723	Individual / Entity Name Doe John R	User First Name John
User Last Name Doe	User Middle Name m	

Your Individual Data

To view 30 days of transactions during a certain period, Enter the start date.

Enter Start Date  [Display Transactions](#)

You may search for transactions by a defined time period...

Below is a list of all your transactions within the last 30 days. You must re-submit any transactions that are listed as incomplete.

Transaction ID	ePay Trans ID	Transaction Date	Transaction Total	Transaction Status
90155		07/12/2007 9:15:50 AM		Complete
90054		07/11/2007 10:23:07 AM		Complete

Click on the Transaction ID to view the details of the Transaction.

Click here to view the individual transaction

This is a listing of your transactions over the last 30 days.

After clicking the individual transaction, this screen will appear.

Transaction Status: Complete

Order Information	Shipping Information (if applicable)
DOI Transaction ID: 91741 ePay Transaction ID: Transaction Date: 07/27/2007	

Qty	Description	Fee(s)
9	Surplus Lines Affidavit	\$0.00
Total Charged:		\$0.00

[Print Surplus Affidavits](#)
[Print copy of invoice](#) | [Click here to return to the main menu](#)

Click here to print a listing of the affidavits sent in this transaction.

You may print an invoice for your records here.

[Update your account](#) | [Change your](#)

Completing an Incomplete Transaction

List your transaction history here.

Individual Information

- ▶ [Your Individual Profile \(License, Exam, CI](#)

eServices

- ▶ [Certification/Clearance Letter Request](#)
- ▶ [Examination Scheduling and Rescheduling](#)
- ▶ [License Renewal Invoice](#)
- ▶ [Nofault Rejection Request](#)
- ▶ [Order Laws & Regulations Book \(2006 Ed](#)
- ▶ [Pending Fees \(License and Appointment](#)
- ▶ [Record Correction Request \(Form 8303\)](#)
- ▶ [Replacement or Additional License Requ](#)
- ▶ [Surplus Lines Affidavit](#)
- ▶ [View Transaction History](#)
- ▶ [Voluntary License Surrender](#)



The listing will display here. The last 30 days of submitted transactions will display.

Transaction History

Entity / User Details

DOI Number

542723

Individual / Entity Name

Doe John

User Last Name

Doe

User Middle Name

M

User First Name

John

To view 30 days of transactions during a certain period, Enter the start date.

Enter Start Date

Display Transactions

You can select the Check Box and press 'Complete' to submit an incomplete transaction. This is only available for Surplus Lines Affidavits.

Below is a list of all your transactions within the last 30 days. You must re-submit any transactions that are listed as incomplete.

Transaction ID	ePay Trans ID	Transaction Date	Transaction Total	Transaction Status
23421		3/21/2011		Incomplete
23420		3/21/2011 8:38:43 AM		Complete
23419		3/21/2011 8:07:17 AM		Complete
23418		3/15/2011		Incomplete [Complete]
23416		3/15/2011		Incomplete
23415		3/15/2011		Incomplete
23413		3/14/2011		Incomplete
23412		3/14/2011		Incomplete
23411		3/14/2011		Incomplete
23410		3/9/2011		Incomplete
23409		3/9/2011		Incomplete
23408		3/9/2011		Incomplete
23407		2/25/2011		Incomplete
23406		2/25/2011		Incomplete
23405		2/25/2011		Incomplete
23403		2/25/2011		Incomplete

In the list, find the transaction you wish to complete, then click on the "Complete", here.

Click the transaction that needs to be completed, by clicking the bolded "Complete", here.

Transaction History

Entity / User Details

DOI Number	Individual / Entity Name		
542723	Doe John		
User Last Name	User Middle Name	User First Name	
Doe	M	John	

To view 30 days of transactions during a certain period, Enter the start date.

Enter Start Date  [Display Transactions](#)

You can select the Check Box and press 'Complete' to submit an incomplete transaction. This is only available for Surplus Lines Affidavits.

Below is a list of all your transactions within the last 30 days. You must re-submit any transactions that are listed as incomplete.

Transaction ID	ePay Trans ID	Transaction Date	Transaction Total	Transaction Status
23421		3/21/2011		Incomplete
23420		3/21/2011 8:38:43 AM		Complete
23419		3/21/2011 8:07:17 AM		Complete
23418		3/15/2011		Incomplete [Complete]
23416		3/15/2011		Incomplete
23415		3/15/2011		Incomplete
23413		3/14/2011		Incomplete
23412		3/14/2011		Incomplete
23411		3/14/2011		Incomplete
23410		3/9/2011		Incomplete
23409		3/9/2011		Incomplete
23408		3/9/2011		Incomplete
23407		2/25/2011		Incomplete
23406		2/25/2011		Incomplete
23405		2/25/2011		Incomplete
23403		2/25/2011		Incomplete

A listing of all affidavits associated with the transaction will display.